

The Commonwealth of Massachusetts, Department of Mental Health

Smoking Policy

Policy # 98-5

Date of Issue: July 17, 1998

Effective Date: July 17, 1998

Approval by Commissioner

Signed by: Marylou Sudders

Date: July 17, 1998

I. Purpose of Policy:

To provide a safe, healthful environment at all DMH and vendor operated sites for employees, visitors and clients to:

- reduce the risk of smoking, including its possible adverse effects on health and treatment;
- reduce the risk associated with passive smoking;
- reduce the risk of a fire safety hazard; and
- reduce the potential costs of employee absenteeism and medical care and liability from workers' compensation claims and lawsuits.

This policy replaces DMH Policy #95-2.

II. Scope of Policy:

This policy shall apply to all DMH and vendor sites and Facilities, as defined in this policy.

III. Definitions:

- Client - A user of services provided by DMH and/or one of its vendors.
- DMH Site - any building or portion thereof operated or leased by the Department of Mental Health for administrative, non-inpatient clinical or rehabilitative purposes, including, but not limited to: Central Office, Area Offices, Site offices, case management sites and offices, and vendor-operated programs located on the premises.
- Facility - An inpatient hospital, unit or bed, operated or contracted for by DMH, including all DMH-operated units at a Department of Public Health hospital and all Intensive Residential Treatment Programs.
- Vendor Site - any building or portion thereof in use by a program operated by a vendor under contract to the Department of Mental Health that serves DMH clients, excluding residential programs and any vendor-operated programs located in a DMH Site or Facility.
- Visitor - A person who is neither an employee nor a Client, including Clients who may be visiting a Facility for purposes other than receiving services.
- Smoking - the lighting of any cigar, cigarette, pipe or other tobacco product or having the possession of any lighted cigar, cigarette, pipe or other tobacco product.

IV. Policy:

No smoking is allowed in any DMH Site or in the vicinity of any entrance to a DMH Site. No smoking is allowed by employees or Visitors in a Facility or in the vicinity of any entrance to a Facility. With respect to clients, each Facility shall be in compliance with applicable JCAHO standards.

All Vendor Sites shall, in addition to complying with any applicable accreditation standards, develop a smoking policy for employees, Visitors and Clients that furthers the purposes set forth in Section I of this policy.

All residential programs shall develop a smoking policy for employees, Visitors and Clients that furthers the purposes set forth in Section I of this policy. All residential programs subject to 104 CMR 28.15 (7) shall also comply with the non-smoking requirement of 104 CMR 28.15 (7) (c) 6.c.

Nothing in this policy is intended to prevent any facility or program operated or contracted for by DMH from going beyond the standards contained herein.

V. Implementation Responsibility:

All managers are expected to ensure compliance with this policy. It will be the responsibility of each

employee to carry out this policy and to remind Visitors, Clients and other employees, when and where applicable, of the smoking policy.

Permanent "No Smoking" signs shall be prominently displayed in all DMH Sites and elsewhere, where appropriate.

The Commissioner and each Area Director shall appoint an employee as a smoking cessation coordinator who shall receive training to become qualified in providing smoking cessation programs. The duties of the smoking cessation coordinator shall include, but not be limited to: working with clinical personnel (as identified by each Area Director) to provide smoking cessation programs for Clients, developing and organizing smoking cessation programs for employees, and providing information to interested employees on other available cessation programs.

VI. Policy Review:

This policy shall be reviewed annually. In the event that passage of any federal or state legislation or issuance of any administrative order has an impact on this policy, it shall be reviewed and revised as necessary.

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